



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC4529

Issued on: 6 September 2017

Deadline For Application: 20 September 2017

Position Title:	Project Coordinator	Grade Level:	P-4
		Duty Station:	Mozambique, Maputo
Organizational Unit:	FAO Representation in Mozambique, FRMOZ	Duration *:	Fixed term: 1 year (with possibility of extension)
		Post Number:	2006513
		CCOG Code:	1A02

The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.

Persons with disabilities are equally encouraged to apply.

All applications will be treated with the strictest confidence.

The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

Organizational Setting

FAO Mozambique assists the Government to develop policies, programmes and projects to address the root causes of hunger and malnutrition; to develop the agricultural, fisheries and forestry sectors and to use the environmental and natural resources in a sustainable manner. FAO participates in the development and implementation of field projects in the sectors of food security, agriculture and rural development.

Reporting Lines

The Programme Officer reports to the FAO Representative and will work under the technical supervision of the Lead Technical Officer (LTO) and the relevant division in FAO headquarters. He/she will work closely with and strengthen the capacity of the government focal point, the Ministry of Agriculture and Food Security (MASA)

Technical Focus

Overall project management and reporting, and primary responsibility for all technical aspects of the project, in particular with emphasis/focus in preparing the ground for the exit of the project and the sustainability of the voucher scheme and the farmer field schools.

Key Results

Develops, implements, evaluates, effective leadership and management of major projects and teams.

Key Functions

- Develops, implements and evaluates assigned programmes/projects, etc.; monitors and analyses programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions;
- Performs consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change;
- Researches, analyses and presents information gathered from diverse sources;
- Coordinates policy development, including the review and analysis of issues and trends, preparation of impact evaluation or equivalent studies, etc.;
- Generates survey initiatives; reviews, analyzes and interprets responses, identify problems/issues and prepares conclusions;
- Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.;
- Provides substantive backstopping to consultative and other meetings, conferences, etc., including proposals for agenda topics, identifying participants, preparation of documents and presentations, etc.;
- Initiates and coordinates outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities;
- Leads and/or participates in large, complex field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.;
- Coordinates activities related to budget management (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).

Specific Functions

- Ensures coordination with WFP and IFAD in the implementation of the European Union-MDG1c;
- Participates in the National Project Task Force (PTF) to discuss project progress, technical and implementation issues;
- Ensures that all documentation related to the general management of the project for the Project Task Force consultation are prepared timely.
- Ensures that the FAO-managed components provide timely and adequate information to the overall Program M-E system (SISMAP) and participate in important SETSAN M-E working group meetings;
- Ensures that a Results Oriented Monitoring (ROM) via independent consultants is carried out and finalized at least six months before the end of operational implementation phase;
- Ensures the overall coordination and functioning of project information and reporting system

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in business administration or public administration, social science, political science or a related field
- Seven years of relevant experience in project or programme management, administration or related area
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

Competencies

- Results Focus
- Team Work
- Communication
- Building effective relationships
- Knowledge Sharing and Continuous

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable
- Extent and relevance of experience multilateral and international agencies is desirable;
- Extent and relevance of experience in managing and implementing projects that involve farmer field schools or other extension approaches;
- Extent and relevance of experience in programme/project formulation, analysis, planning and implementation related to one and preferably several of the following areas: food security and nutrition, rural development, participatory programme approaches, community development;
- Extent and relevance of experience in planning, results-based management approach, budgetary processes and associated tools;
- Understanding of FAO policies and programmes is considered a strong asset
- Working knowledge of Portuguese is an advantage

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills
- Your application will be screened based on the information provided in your iRecruitment online profile (see “*How to Apply*”). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years
- Candidates may be requested to provide performance assessments

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/iRecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org

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